Coursework Completion System(CWCS) Data Elements & Data Entry

May 2013

Wisconsin Department of Public Instruction



Presenter:

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DATA ELEMENTS



SECTION/COURSE

- Collection Type
- Record Type
- Section ID
- School Code
- Submitting District
- Term
- Year

- Academic Service Learning
- Alternative Education Program
- Bilingual/ESL
- Classroom Type
- Course Code
- Distance Education
- DPI Educator File Number
- Dual Enrollment Credit
- Former Last Name (Teacher)
- Graduation Equivalency Credit
- Last Name (Teacher)
- Local Course Title
- Project Based Learning
- Teacher Role
- Virtual / Online Education
- World Language



STUDENT and COMPLETION

- Collection Type
- Record Type
- Section ID
- School Code
- Submitting District
- Term
- Year

- College Credits Earned
- Completion Status
- Enrollment Date of Student
- Grade Earned (9-12 only)
- Grade Level Placement of the Student
- High School Credits Earned
- Part-Time Open Enrollment District
- WSLS School
- WSN Number



CHANGES FOR PHASE 3



WORLD LANGUAGE / BILINGUAL ESL

- World Language and Bilingual/ESL indicators are mutually exclusive.
 - May not apply a World Language indicator and a Bilingual/ESL indicator within the same section/course/teacher record.



WORLD LANGUAGE

(Warning) The student's grade level is not 'KG', '01', '02', '03', '04', or '05' but the World Language code selected for the course is 'FLES'. Normally 'FLES' is reserved for students who are in grade levels KG – 05.



WORLD LANGUAGE

 (Warning) The student's grade level is not '06', '07' or '08' but the World Language code selected for the course is 'FLEX'. Normally 'FLEX' is reserved for students who are in grade levels 06 – 08.



DUAL ENROLLMENT CREDIT - CAPP

- Dual Enrollment Credit Cooperative Academic Partnership Program (CAPP) is being expanded to include:
 - College Credit in High School Any one of several programs existing in some Wisconsin school districts which allow students to take collegelevel courses, taught by a high school teacher, and receive college credits without attending the college campus.



DUAL ENROLLMENT CREDIT - TC

- Transcripted Credit (TC) description has been rewritten for clarification.
 - High school courses taught by a high school teacher through which students can earn technical college credits based on an agreement between the high school and technical college.



PART-TIME OPEN ENROLLMENT DISTRICT

- Part-Time Open Enrollment District versus Submitting District
 - These two data field values may not "BE" equal.
 - Throw an "error message" when Part-Time Open Enrollment District code and Submitting District code equal.



DPI Elementary Course Codes

 The general studies course codes for elementary grade levels were deactivated once CWCS Phase 2 closed.



AP & IB COURSES UPDATED

WI DPI Secondary School Course List



CWCS LOGIN AND SETUP

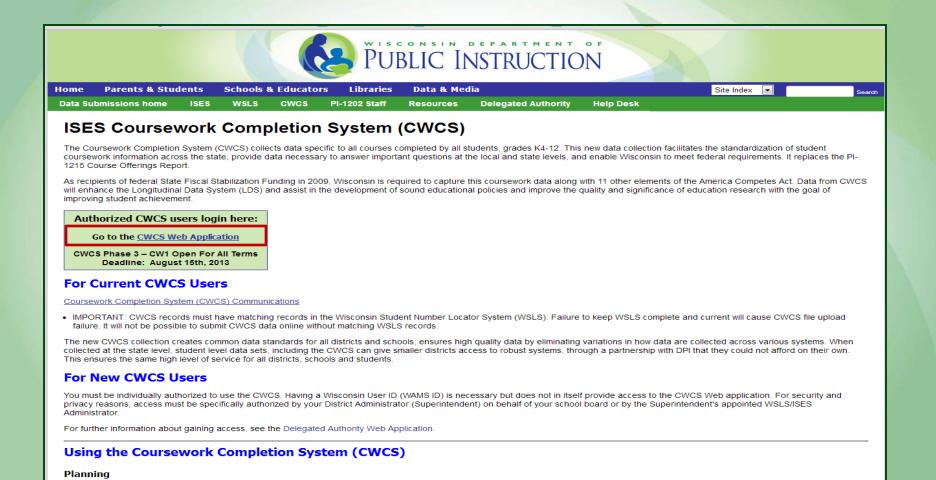


WAMS PROFILE MANAGEMENT

- Existing WSLS/ISES User
 - Verify profile includes work email address
 - CWCS has only one user role
 - ISES All Functions
 - Granted for an individual school or an entire district
- New to WSLS/ISES
 - Obtain a Wisconsin User ID on.wisconsin.gov
 - Verify profile includes work email address
 - Grant Access to CWCS
 - Local WSLS/ISES Administrator grant access to each local staff member
 - CWCS has only one user role
 - ISES All Functions
 - Granted for an individual school or an entire district



CWCS WEB APPLICATION HOME PAGE



NEW Important Dates



LOGIN





User ID:		
Password:		
	Login	

WARNING: You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

Forgot your password? I Is your account locked? I Request a Wisconsin User ID and Password | Profile Management

Please don't bookmark this page.

Javascript must be enabled to use this system.



PRIVACY AGREEMENT

Agreement to Protect Privacy



You are currently identified by your district CWCS Administrator as an authorized user of the Individual Student Enrollment System (ISES). Users of CWCS have access to confidential information about students. Protecting student privacy is required by law and is the highest priority of ISES. Resources regarding protecting student privacy in Wisconsin are provided at http://www.dpi.wi.gov/lbstat/dataprivacy.html

To protect the privacy of students, CWCS users are required to read the statements below and click on the AGREE button at the bottom of this page prior to proceeding further.

I will respect and safeguard the privacy of students and the confidentiality of student data.

I will comply with state and federal privacy laws and all district regulations, policies, and procedures established to maintain the confidentiality of student data.

I will not disclose or transmit confidential CWCS data to persons not specifically authorized access to these data by the district WSLS/ISES Administrator, superintendent, or school board.

I will use the confidential CWCS data for legitimate educational purposes only as necessary to perform my district-assigned tasks.

I understand that my password is as important as my signature. It is my obligation to keep my password confidential. I will not share my password with anyone.

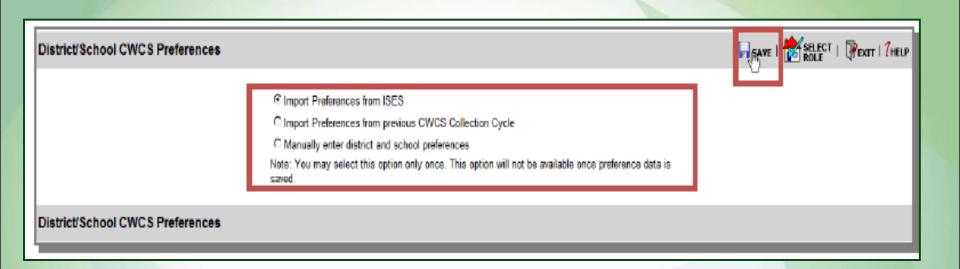
I will not use other users' login names or passwords.

Agreement to Protect Privacy





DISTRICT / SCHOOL PREFERENCES





DISTRICT / SCHOOL PREFERENCES

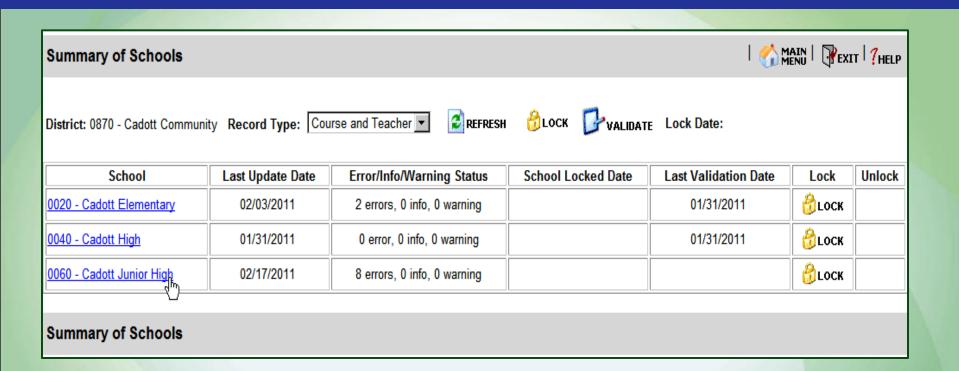
t/School CV	VCS Preferences					SAVE	🏠 MANN PREXET 🤅
	District	School	School Name	SIS Indicator	Data Submit Metho	d	
	0870	0000	All Schools	Y	XML		_
	0870	0020	Cadott El	Υ	XML		
	0870	0040	Cadott Hi	Y	XML		_
	0870	0060	Cadott Jr	Y	XML		
		*Student Informa	ation System Indicator Yes		*Data Submit Method Indicator	XML 💌	
Р	rimary Contact		Alesha Filiatrault	*Phone 608	-1111 -1111	Ext	
S	econdary Contact	Name	'	Phone 608	-[111 -[1111	Ext 2	
Р	upils Services Contac	Email ct Name	Bob.Flint@dpi.wi.gov	Phone		Ext	
		Email					
U	pdate Comments	L					



DATA ENTRY SCREENS



SUMMARY OF SCHOOLS





SECTION

Section Record List	STUDENT SUMMARY MAIN PEXIT PHELP
Validation Date: 02-23-2011 School: 0040-Cadott Hi Record Type: Course and Teacher Subject Area: All Click on the REFRESH icon to view the Section Record List. Total Results: 0	Status: All Term: All VALIDATE CLEAR REFERESH
Choose one to search by:	- CECTION
Section ID: DPI Educator Number:	Course Code: SEARCH SECTION SECTION
Section Record List	STUDENT SUMMARY MAIN PEXIT PHELP

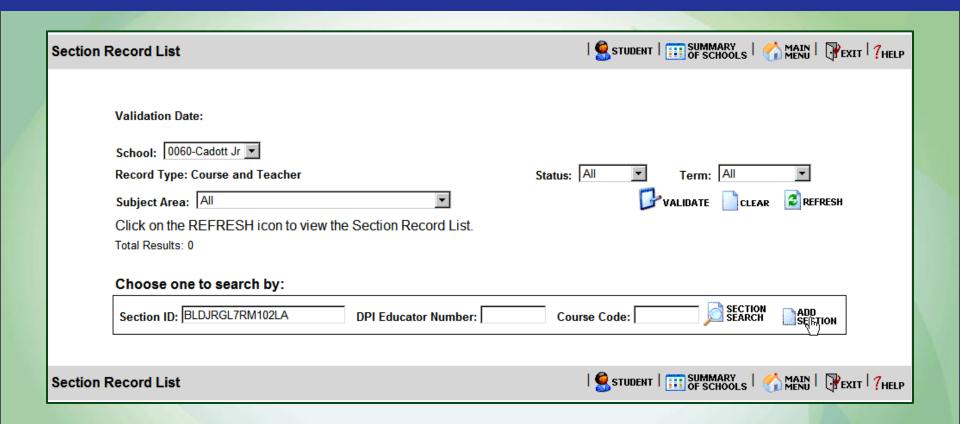


SEARCH RESULTS

Section R	Record List					STUDENT SUMMA	NAIN PEXIT ?HELP
	Error/Info/Warning Status: 1 errors, 0	info, 0 warnin	g Validatio n	Date: 02-23-2	011		
	School: 0040-Cadott Hi						
	Record Type: Course and Teacher				Status: All	Term: All	v
	Subject Area: All		▼			🕝 VALIDATE 📗	CLEAR REFRESH
	Click on the REFRESH icon to view	the Section F	Record List.				
	B RESET		Course		Last Name		
	Section ID	Term	Code	EDU File #	(Former Name)	E/I/W Status	
	BLDHSRM200GL11GLAG SCIEN	1Q	18105G	662875	ѕмітн	0 error, 0 info, 0 warning	Delete A
	BLDHSRM30012GLUSHISTORY	1Q	04104G	662724	SMITH	0 error, 0 info, 0 warning	Delete
	BLDHSRM499JAZZ	1Q	05047G	616076	SMITH	0 error, 0 info, 0 warning	Delete
	BLDHSRM500APROJECTBASED	1S	02201E	189288	JOHNSON	Unknown	Delete
	BLDHSRM500BPROJECTBASED	1S	18306E	350760	VANG	Unknown	Delete
	BLDHSRM500PROJECTBASED	18	03005E	615681	SMITH	Unknown	Delete
	BLDHSRM601DUALENROLLMENT	1S	20198E	616076	SMITH	Unknown	Delete
_		i	ii	i			
	Choose one to search by:						
	Section ID:	CTION ADD SECTION					
	L				· · · · · · · · · · · · · · · · · · ·		
- ·· -						🙈 🚗 SUBABAGO	DV A MATN Sh A
Section R	Record List					STUDENT OF SCHOOL	RY MAIN PEXIT HELP



ADD SECTION or SEARCH





Individual Section Record – Enter Data

Individual Section Record (*Required to save record)		SECTION SAVE MAIN PEXIT	?HELP
Section Section ID:* BLDGHSMATH202 Virtual Online Education: Dual Enrollment Credit:	Term:* Distance Education:	Record Type: Course and Teacher Classroom Type: Project Based Learning:	▼
Course Subject Area:* Course Identifier:* Course Level:* Academic Service Learning:	Local Course Title:		
Equivalency: World Language: Teacher Teacher Role: Last Name:*	Alternative Education Program: Educator File Number:* Former Last Name:		
Individual Section Pecord		, [=	LCAUE

EDIT SECTION/COURSE/TEACHER

Individual Section Reco	rd (*Required to save record)		/	ECTION	: 🍪 MAIN 📭	EXIT ?HELP
Section Section ID:* BLDELR Virtual Online Education: Dual Enrollment Credit: Course	RM324GL1STLA	Term:* Distance Education: Billingual/ESL:	1Q-1st Quarter	Record Type: Classroom Type: Project Based Learning:		er ▼
Course 01E01E Subject Area:* 01-Er Course Identifier:* E-En Academic Service Learning:	nglish Language and Literature General Studies English Language ar riched or Advanced L	ocal Course Title:	Add C	ourse		A
I :	▼ 1	Last Name YANG Educator File		711939	Add Teacher	
Individual Section Reco	rd					🗐 SAVE

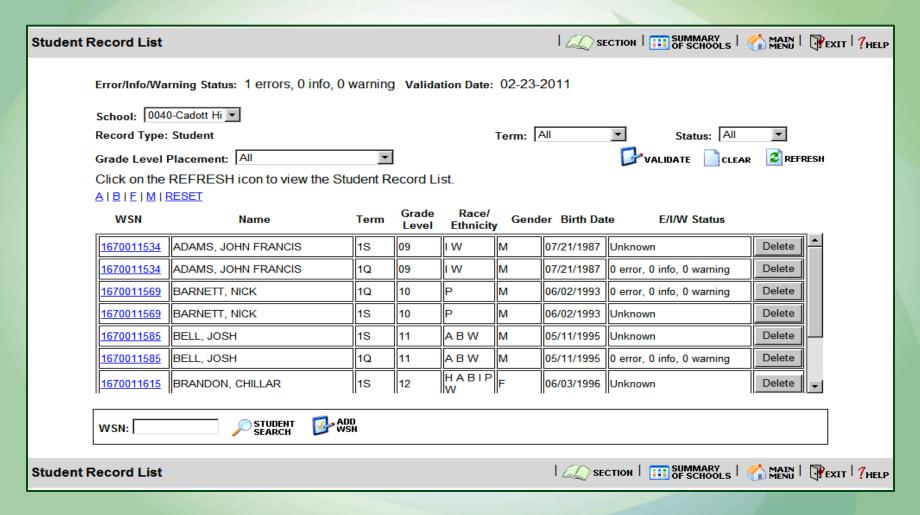


STUDENT

Student Record List	SECTION SUMMARY MAIN PEXIT HELP
Error/Info/Warning Status: Validation Date: 02-23-2011	
School: 0020-Cadott El	
Record Type: Student	Term: All Status: All
Grade Level Placement: All	🕞 VALIDATE 📄 CLEAR 🙎 REFRESH
Click on the REFRESH icon to view the Student Record List.	
Total Results: 0	
WSN: STUDENT SEARCH SEARCH	
Student Record List	SECTION SUMMARY MAIN PEXIT HELP

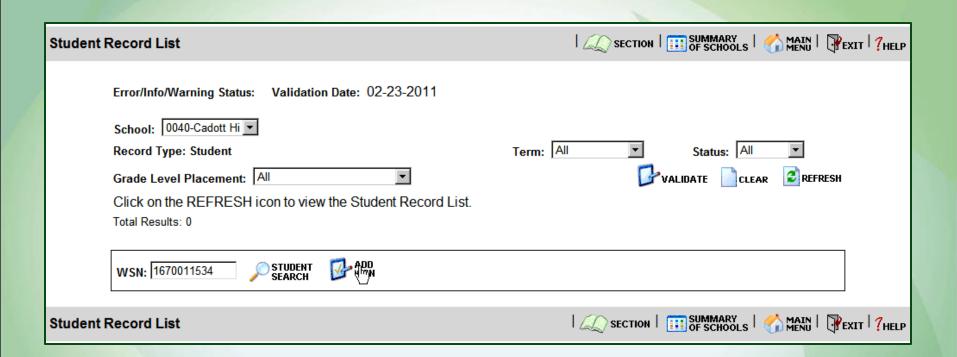


SEARCH RESULTS





ADD STUDENT RECORD



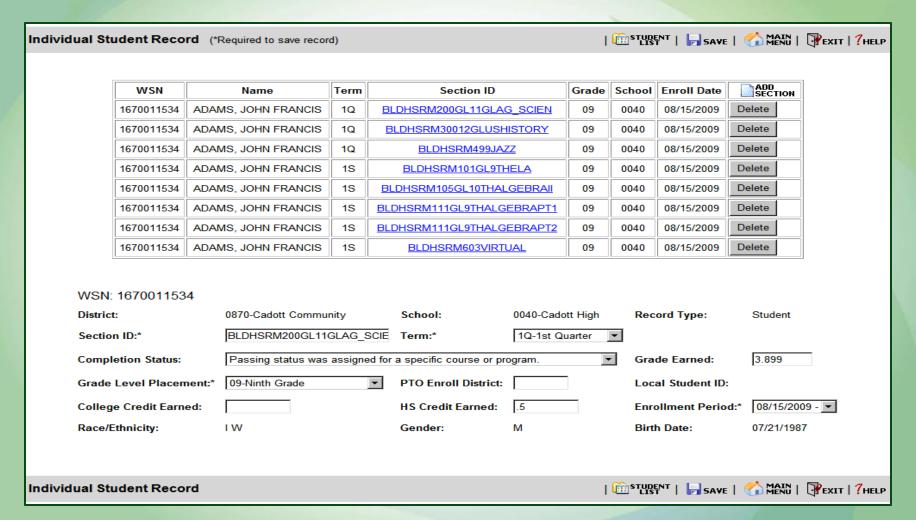


STUDENT

Individual St	udent Reco	r d (*R	equired to save record)			ΙŒ	STUDENT	🖟 SAVE	MAIN	PEXIT ?HELP
	WSN Name				Term Section ID			School	Enroll Date		
	1670011534	ADAN	IS, JOHN FRANCIS	1Q	BLDHSRM200GL11GLA	AG_SCIEN	09	0040	08/15/2009	Delete	
	1670011534	ADAN	IS, JOHN FRANCIS	1Q	BLDHSRM30012GLUS	HISTORY	09	0040	08/15/2009	Delete	
	1670011534	ADAN	IS, JOHN FRANCIS	1Q	BLDHSRM499JA	<u>77</u>	09	0040	08/15/2009	Delete	
	1670011534	ADAN	IS, JOHN FRANCIS	18	BLDHSRM101GL97	HELA	09	0040	08/15/2009	Delete	
	1670011534	ADAN	IS, JOHN FRANCIS	18	BLDHSRM105GL10THA	LGEBRAII	09	0040	08/15/2009	Delete	
	1670011534	ADAN	IS, JOHN FRANCIS	18	BLDHSRM111GL9THAL	GEBRAPT1	09	0040	08/15/2009	Delete	
	1670011534	ADAN	IS, JOHN FRANCIS	18	BLDHSRM111GL9THAL	GEBRAPT2	09	0040	08/15/2009	Delete	
	1670011534	ADAN	IS, JOHN FRANCIS	18	BLDHSRM603VIR	BLDHSRM603VIRTUAL		0040	08/15/2009	Delete	
WSN:	167001153	_	0870-Cadott Commun	ity	School:	0040-Cadott	High	Record	і Туре:	Student	
Sectio	n ID:*				Term:*						
Compl	etion Status:						~	Grade	Earned:		
Grade	Level Placem	ent:*		•	PTO Enroll District:		Local Student ID:				
Colleg	College Credit Earned:				HS Credit Earned:			Enrollr	ment Period:*		•
Race/E	Race/Ethnicity:				Gender:			Birth Date:			
							~			ed same:	
Individual St	udent Reco	rd					[STUDENT	SAVE	MENU	₹EXIT ?HELP



EDIT DATA





ERROR – FILE SAVED

Individual Sectio	n Record	(*Required to save record)				Marie	ECTION	SAVE	MAIN PEXI	T ?HELP
Data saved sı	uccessfu	lly.								
Section										
Section ID:*	BLDHSRM	1101GL9THELA		Term:*	1S-1st Sem	nester 💌	Record	Type: Cours	se and Teacher	
Virtual Online Education:	N-No ▼			Distance Education:	N-No ▼		Classroo Type:	M-M	ultiple grade le	vel ▼
Dual Enrollment Credit:	NA-Not Ap	pplicable	•	Bilingual/ESL:	NA-Not app	NA-Not applicable Project Based Learning:			N-No 🔻	
Course										
Course		Loc	al Course Ti	tle		Add C	ourse	7		
01001G										
Subject Area:*	01-Engl	lish Language and Literature		-						
Course Identifier:*	001-Eng	glish/Language Arts I (9th grad	e) 01001	•	•					
Course Level:*	G-Gene	eral or Regular								
Academic Service Learning:	N-No	▼	Local Course Title:							<u>-</u>
Equivalency:	NA-Not	applicable	Alternative Education Program: NA-Not a			able.			~	
World Languag	e: NA-Not	applicable		▼						
Teacher										
Teacher	Role	Educator File Nur	nber	Last Name	For	mer Last Na	ame	Add	d Teacher	
Multiple To	eachers	651722		SMITH						
Teacher Role:	M	T-Multiple Teachers		Educator Fil	e Number:*		651722			
Last Name:*	SI	MITH		Former Last	Name:					
Errors: Multiple teacher re	ole provided	for section with one and only of	one teacher.							
Individual Sectio	n Record	Í								🔙 SAVE



ERROR – RECORD CAN NOT BE SAVED

Individual Sectio	n Recor	d (*Required to save record)				<mark>∭</mark> S	ECTION	SAVE	MAIN	EXIT	?HELP
Required field	is missin	g. Section ID. Section ID n	nust be pro	vided for all CV	VCS records	6.					
Section											
Section ID:*				Term:*	1S-1st Sem	nester 🔻	Record	Type:	Course and T	eacher	
Virtual Online Education: Dual	N-No 🔻]		Distance Education:	N-No ▼		Classro Type:	om	M-Multiple g	rade level	1
Enrollment Credit:	NA-Not A	Applicable	•	Bilingual/ESL:	NA-Not app	licable	Project Learnin		N-No 🔻		
Course								_			
Course		Loc	al Course T	itle		Add C	ourse				
01001G											
Subject Area:*	01-Eng	glish Language and Literature		~							
Course Identifier:*	001-E	nglish/Language Arts I (9th grad	e) 01001	•	-						
Course Level:*	G-Gen	eral or Regular									
Academic Service Learning:	N-No	•	Local Co	urse Title:						~	
Equivalency:	NA-No	t applicable	Alternativ Program:	ve Education :	NA-Not applic	able.			~		
World Languag	je: NA-No	t applicable		*							
Teacher											_,
Teacher R	Role	Educator File Number	er	Last Name	Form	ner Last Nar	me		Add Teache	er	
Single Tea	cher	<u>651722</u>		SMITH							
Teacher Role:	5	ST-Single Teacher		Educator Fi	le Number:*		651722				
Last Name:*	S	SMITH		Former Las	t Name:						
Individual Sectio	n Recor	d								Į li	SAVE



ERROR EXPLANATION REPORT

CWCS Detailed Error Explanation Report

- (E1 WCT) Invalid 'Collection Type'. 'Collection Type' must be a valid Collection Type code.
- (E2 WCT) Missing 'Collection Type'. 'Collection Type' is a required field.
- (E3 WCT) Invalid 'Submitting District'. 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.
- (E4 WCT) Invalid 'School Code' for Submitting District. The 'School Code' provided is not valid within the submitting district for the current collection school year.
- (E5 WCT) Invalid 'School Code'. 'School Code' must equal the submitting school. Rule applies for individual school users only.
- (E6 WCT) Invalid "Year'. "Year' ir required, must use the format YYYY and must equal the collection year.
- (E7 WCT) Invalid Term'. Term is required and must be a valid Term code.
- (E9 WCT) Required field is missing, Term'. Term' must be provided for all CWCS records.
- (E10 WCT) Invalid 'Section ID'. 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$%^&**"?+=<>,{}.
- (E11 WCT) Required field is missing, 'Section ID'. 'Section ID' must be provided for all CWCS records.
- (E12 WCT) 'Section ID' is not unique. 'Section ID' must be unique based on collection type, district, year, school, term, and section ID. Refer to Appendix A of the CWCS Interface Specifications for more information.
- (E13 WCT) Invalid 'Record type'. 'Record Type' must equal 'WTC' for CWCS course and teacher load file.
- (E14 WCT) Invalid 'Course Code'. 'Course Code' must be a valid Wisconsin Course Code.
- (E15 WCT) Required field is missing, 'Course Code'. At least one 'Course Code' is required for each section.



CWCS PLANNING



- Important Dates
- ISES CWCS Introduction and Key Points
- Preparing Your District for CWCS
- Project Abstract IV
- WSLS/ISES/CWCS Correspondence



How to Get Help



Online Resources

- Account Recovery
- Frequently Asked Questions
- ESEA Data Site Map (CWCS Data Elements)
- ISES CWCS Data Elements Guide
- ISES CWCS Phase 3 New User
 Presentation
- ISES CWCS Phase 3 Validation
 Process
- ISES CWCS User Guide
- Wisconsin Educator License Lookup

Technical & Vendor Documentation

- Code Tables for Student (WS) and
 Course and Teacher (WCT) Data Files
- Interface Specification for CWCS
 Data Files (CSV) and (XML)
- Validation Messages
- ZIP File to Access File Checker(s) for Section, Course and Teacher Files (CSV) or (XML) Formats
- ZIP File to Access File Checker(s) for Student and Completion Files (CSV) or (XML) Formats

Submit questions about CWCS to the <u>24x7 DPI Online Helpdesk Application</u> or call 800-507-5744



<u>CWCS PHASE 3 –</u> <u>TRAINING & TECHNICAL SUPPORT</u>

- Upcoming Training for April August
- Recordings of Previous Sessions
- Data Field and Usage Webcasts



Thank You!

Thank you for viewing this webcast.

